



KAY IVEY
GOVERNOR

STATE OF ALABAMA
DEPARTMENT OF MENTAL HEALTH
RSA UNION BUILDING
100 NORTH UNION STREET
POST OFFICE BOX 301410
MONTGOMERY, ALABAMA 36130-1410
WWW.MH.ALABAMA.GOV



KIMBERLY G. BOSWELL
COMMISSIONER

EMPLOYMENT OPPORTUNITY

JOB TITLE: Legislative Liaison
(Director of Legislative & Constituent Affairs) **OPEN DATE:** 6/10/2022
CLOSE DATE: 7/8/2022

JOB LOCATION: Department of Mental Health
RSA Union Building
100 North Union Street
Montgomery, AL 36130-1410 **NUMBER:** 22-38
JOB CODE: A7000

SALARY

- Range 83 (\$68,666.40 - \$104,767.20 Annually)
- Salary will be commensurate with experience and State of Alabama Personnel guidelines.

BENEFITS

- 12 paid holidays.
- 1 personal leave day accrued each January.
- 13 sick leave days.
- 13 annual leave days accrued in the first year of employment.
- Longevity bonus annually after 5 years of employment.
- Very low-cost health and dental insurance through the [Alabama State Employee Insurance Board](#).
- Defined retirement benefit (not impacted by economic downturns) and a pre-retirement death benefit through the [Retirement Systems of Alabama](#).
 - After 1 year, the minimum amount of the pre-retirement death benefit paid to your designated beneficiary is at least equal to your current or previous fiscal year annual salary.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in Business Administration, Public Administration, Political Science, or a closely related field.
- 72 months or more experience in governmental relations, legislation, or constituent affairs.
- *A Bachelor's degree in one of the above fields, supplemented by a Master's degree or possession of a Juris Doctorate, may substitute for 24 months of the experience in the field.*

NECESSARY SPECIAL REQUIREMENTS:

- Ability to speak in public and to travel extensively with the Commissioner and other departmental officials.
- Ability to work flexible hours, including before and after the established work hours.

KIND OF WORK:

- Serves as the Director of Legislative and Constituent Affairs for the Alabama Department of Mental Health (ADMH).
- Formulates a statewide comprehensive governmental relations program for the ADMH.

Serve • Empower • Support

- Develops and negotiates proposed legislation.
- Represents the department on all legislative matters.
- Develops policies and procedures for departmental legislative matters.
- Participates in the analysis, preparation, and drafting of legislative bills and resolutions.
- Performs legislative liaison duties so that legislation that might impact the Department's services, operations, and administration are recognized and executive management is informed.
- Informs the Commissioner and Associate Commissioners of any legislative activities so that the proper response can be researched, prepared, and disseminated.
- Publishes legislative tracking reports so that all appropriate areas of the department are aware of the status of legislation.
- Reports calls from legislators regarding any issues so that the proper division can determine what action needs to be taken.
- Interfaces with the Governor's Office of Constituent Affairs to coordinate and process responses to inquiries or service requests from constituents across the state.
- Performs administrative functions so that necessary support services are provided.
- Conducts special projects for management.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of governmental organizational structure.
- Knowledge of the legislative process.
- Knowledge of navigating and working with legislative bodies.
- Ability to establish and maintain positive relationships with constituents, governmental officials, department staff, and the public.
- Ability to communicate effectively, both verbally and in writing.
- Ability to understand and appropriately interpret legislation, policies, and regulations.
- Ability to organize, plan, and implement work in an independent manner with intermittent general or administrative supervision.
- Ability to use a personal computer and related software programs.
- Ability to provide consultative services to department officials.

METHOD OF SELECTION

- Applicants will be rated based on an evaluation of their job-related training, abilities, experience, and education, and should provide adequate work history identifying experiences related to the duties and minimum qualifications as mentioned above.
- All relevant information is subject to verification.
- **Drug screening and security clearances will be conducted on prospective applicants being given serious consideration for employment whose job requires direct contact with patients.**

[Click Here to Apply Now:](https://laserfiche.alabama.gov/Forms/ADMH-Job-Application)

<https://laserfiche.alabama.gov/Forms/ADMH-Job-Application>

Only work experience detailed on the application will be considered. Applications should be submitted by the deadline to be considered. Announcements open until filled will remain open until a sufficient applicant pool is obtained. Applications should be submitted as soon as possible to ensure the application will be considered for the position. Copies of License/Certifications should be uploaded with your application. A copy of the academic transcript is required. Appointment of successful candidate will be conditional based on receipt of the official transcript provided by the school, college, or university.

EQUAL OPPORTUNITY EMPLOYER